

How To Activate Your Escrowed Real Estate License

- Complete the Kentucky Core Course. For course registration information, please request document # 607. This is the only acceptable course for reactivating a license from escrow. **(If you were originally licensed as a sales associate in the same calendar year that you want to bring the license out of escrow, you are exempt from taking continuing education. You are also exempt if you were licensed prior to June 19, 1976.)**
- If you are affiliating with a principal broker, submit a signed letter of acceptance from your principal broker and attach a copy of the course completion certificate.

or

If you are a broker opening your own office you should refer to the Opening a New Office Document #206

- The fee is \$10.00 plus the pro-rated errors and omissions insurance. This should be in the form of a check or money order made payable to the Kentucky Real Estate Commission. Please contact the Commission at 502-425-4250 with the exact location of the office with which you are affiliated and whether that location is in the city limits or in the county. Each city or county has a different rate of tax applied to the premium.
- If you already have errors & omissions insurance through an approved private carrier, please submit a Certificate of Coverage Form signed by the insurance company representative. This form can be obtained through our fax on demand, document #501.

Mail to:

**Kentucky Real Estate Commission
10200 Linn Station Road, Suite 201
Louisville, Kentucky 40223
(502) 429-7250 or Toll Free: 1-888-373-3300
FAX (502) 429-7246
Web Address: www.krec.ky.gov**